

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT

Agency: District Department of the Environment
Contractor: ICLEI –Local Governments for Sustainability USA
RQ Number: RQ740997
Caption: Environmentally Sustainable Business Contest

Findings

1. Authorization

D.C. Official Code § 2-303.05(a)(1), D.C. Official Code § 2-303.05(a)(3) and 27 DCMR1705

2. Minimum Need

The District Department of the Environment (DDOE) is seeking a contractor to provide an online interface and tracking database to support a Green Business Challenge for property managers and office building tenants in the District of Columbia to make their workspace more environmentally sustainable.

In September 2010, the District of Columbia released “Climate of Opportunity: A Climate Action Plan for the District of Columbia.” In order to reach its emissions reduction goals, DDOE is developing mitigation strategies with major sectors in the District (e.g. business, institutional, international, federal, faith communities). The Green Business Challenge is one component of the mitigation strategy for the business sector. As 51% of community emissions (non-District Government emissions) come from non-residential buildings, DDOE is focusing on office and commercial buildings for this program.

One challenge in reducing the environmental footprint of office buildings is the incentive to do so is split between property managers and tenants. By encouraging participation from both parties, DDOE hopes more dramatic reductions will be possible. Due to the nature of the target community, it will be important for the program to be appealing for property managers and tenants to join and remain in the contest. Creating an intuitive, convenient and easy-to-use online component will be critical in reaching this targeted demographic.

3. Estimated Reasonable Cost

The estimated reasonable cost is \$15,000.00.

4. Facts that Justify a Sole Source Procurement:

- A. The District of Columbia is a member of ICLEI-Local Governments for Sustainability USA (ICLEI), an international association of over 1,200 local governments committed to sustainability. As a member the District is entitled to significantly reduced costs on ICLEI products and services, one which is their Green Business Challenge. Further, because the District already uses other ICLEI proprietary products and services which are designs to be modular in nature, the Green Business Challenge will be able to communicate with those products greatly streamlining DDOE's data gathering, collecting, analyzing, and reporting processes.
- B. Changing contractors would delay the development of The Green Business Challenge because another supplier would have to build a product from scratch, which would then need to be tested and refined, resulting in a much more expensive product than the one that ICLEI has already developed. ICLEI's Green Business Challenge was developed in partnership with other major jurisdictions and went through a pilot program in which it was tested and refined. Since the District already participates in several ICLEI programs, it enjoys perks not possible with other suppliers; such as the ability of ICLEI programs to interact and inform each other using data and analysis from other ICLEI programs which saves the District resources in terms of both funds and staff time.
- C. ICLEI is the only association of jurisdictions that performs climate and sustainability services of this nature. ICLEI works with jurisdictions from around the country to study best practices, develop pilot programs and revise them until the programs are of the quality required for other jurisdictions to participate. Several other jurisdictions have already participated in ICLEI's Green Business Challenge, including Chicago, Houston, Arlington County, and Charleston, SC.
- D. Based on these findings, it is in the best interest of the District to issue a sole source award to the ICLEI.

5. Certification of Agency Head:

I hereby certify that the above findings are correct and complete to the best of my knowledge.

Date

Christophe A.G. Tulou
Director

6. Certification by Contracting Officer:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited statutory authority. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Robyn N. Johnson
Contracting Officer

DERMINATION

Based upon the findings above, in accordance with D.C. Official Code § 2-303.05(a)(3) and Section 109 of PL 109-155, I hereby determine that the subject requirement may be acquired using the sole source method of procurement. The Contracting Officer has certified that the sole source notice of Intent to Award a Sole Source Contract was posted on the OCP website and no valid responses were received regarding the posting (See attachment). It is further determined that the awards are in the best interest of the Government of the District of Columbia.

Date

Courtney Lattimore
Commodity Manager